

Guidance Document

CBPS 016

Published Date: 9/13/2022

Subject: Compliance Forms

Intended Audience: Building owner, Authorized Representative

Purpose

This document provides descriptions, instructions, and location of the Clean Buildings Performance Standard compliance forms.

Reference

[Clean Buildings Performance Standard – integrated document](#)

Compliance Dates

June 1, 2026
More than 220,000 sq. ft.

June 1, 2027
More 90,000 sq. ft. but less than 220,001 sq. ft.

June 1, 2028
More 50,000 sq. ft. but less than 90,001 sq. ft.

Title	Description	Instructions	Location
Form A	<p>Form A shall be used to communicate the buildings' compliance and conditional compliance reporting requirements.</p> <p>It also identifies the qualified person. It includes documentation of weather normalized Energy Use Intensity (EUI) and the calculated Energy Use Intensity target (EUI_t) for the building. It requires uploading the building energy management plan and Operations and Maintenance (O&M) program as specified by Commerce.</p>	<p>Download Form A here.</p> <p>This is a physical form produced by Commerce that will be filled out, signed and uploaded to the Clean Buildings Portal. Include the energy management plan and O&M program documentation as specified by Commerce. The qualified person is responsible for submitting all documentation for compliance.</p>	Clean Buildings: How to Comply

Title	Description	Instructions	Location
Form B	Form B identifies the building activity and EUIt.	Log into the Clean Buildings Portal. Fill out the building details and activity type pages in the Clean Buildings Portal to fulfill the requirements of Form B.	Clean Buildings Portal: building details and building activity
Form C	Form C documents the energy-use intensity calculations of the building. It is a Washington state-specific report within ENERGY STAR Portfolio Manager (ESPM).	Click on this link and log into your ESPM. Complete the Washington state specific report in your account to fulfil the requirements of Form C.	WA State Clean Buildings EUI Calculations, Form C
Form D	Form D summarizes energy audits. It is a Washington state-specific report within the Audit Template form of the U.S. Department of Energy's Energy Asset Score Tool.	Visit the U.S Department of Energy - Building Energy Audit Template website . Select the Audit Template tab. Click on Add Audit Report and select WA Commerce CB Report. Fill out the information in the report to fulfill the requirements of Form D.	U.S. Department of Energy Asset Score
Form F	Form F is the Life Cycle Cost Analysis (LCCA) tool used for the investment criteria of the Clean Buildings Performance Standard. This tool was developed from the Office of Financial Management's LCCA tool with specific amendments unique to the Standard. LCCA is a process that compares the base energy use case of the existing building to the alternative case proposed by an ASHRAE Level II energy audit to evaluate the cost-effectiveness of energy efficiency measures (EEMs). The tool is used in documenting compliance with the investment criteria of the standard.	Download Form F here . This is a physical form produced by Commerce that will be filled out and uploaded to the Clean Buildings Portal. The qualified person is responsible for submitting all documentation for compliance.	Clean Buildings: How to Comply

If you have questions on the compliance forms, please complete the [Customer Support Form](#).